

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Manufacturing Engineering Technician

2013

MEN4 Curriculum Modification for 2014-15

Fanshawe College

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DEGREE AUDIT CHANGE FORM

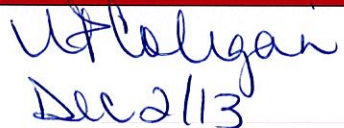



COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

RECEIVED

DEC 03 2013

Program Requiring Changes

Office of the Registrar

Program Title: Manufacturing Engineering Technician		
Program Number: MEN4	Date Submitted: 11/27/2013	
Dean responsible for program: Vertha Coligan	Chair: Fred Varkaris	
Credential Provided: <input type="checkbox"/> Local Certificate <input checked="" type="checkbox"/> Ont. College Certificate <input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Adv. Diploma <input type="checkbox"/> Degree		
Program Intakes: <input checked="" type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S Other:	Catalogue Year(s) Impacted: 14/15	
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: 9/24/2010	
<i>I have read the reasons for the change and...</i>		<i>Signature and date</i>
Dean of Faculty (responsible for program): Vertha Coligan	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	 Dec 2/13
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	See attached email
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Associate Vice President Academic (required for major changes and late DAs):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	 12/1/14
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	 Jan 3/14
Office of the Registrar:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	

Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).

2.0 Reason/Rationale for Changes

2.1 The reason for the change is based on:

- ☒ A recent program review
- ☐ College Advisory Committee feedback
- ☒ Program Advisory Committee feedback
- ☐ Student feedback
- ☐ KPI results
- ☐ Accreditation or other regulatory requirements
- ☐ Shared curriculum
- ☒ Trends in the field/industry
- ☒ Other (please describe): As a result of program restructuring from 18wk delivery to 15wk delivery

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- ☒ Yes
- ☐ No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- ☒ Goal 1 - Enrolment growth
- ☐ Goal 2 - Flexible delivery options
- ☒ Goal 3 - Premier student experience
- ☒ Goal 4 - Sustainable College life

3.0 Students

3.1 Will the change affect the cost of the program for students?

- ☐ Yes
- ☒ No

3.2 If yes, there will be an additional cost for:

- ☐ Materials (Include details):
- ☐ Equipment (Include details):
- ☐ Other (Please describe):

4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B)

- ☒ Yes
☐ No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

- ☒ No
☐ Yes (If yes, please explain)

5.0 Relationships with Other Programs

5.1 Is this course part of any other Fanshawe College program(s)?

- ☐ No
☒ Yes (If yes, please identify the other program(s)) The PSYC-1027

5.2 What Schools/Campuses will be impacted by the proposed change?

- ☐ Tourism and Hospitality
☐ Information Technology
☐ Lawrence Kinlin School of Business
☐ Health Sciences
☐ Human Services
☐ Nursing
☐ Design
☒ Language and Liberal Studies (For PSYC-1027 only)
☐ Contemporary Media
☐ Building Technology
☒ Applied Sciences and Technology
☐ Transportation Technology
☐ Continuing Education
☐ Oxford County Campus
☐ James N. Allan Campus
☐ St. Thomas Campus

5.3 Will the change affect pathway agreements (e.g., bridging, internal articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions?

- ☒ No
☐ Yes (If yes, please explain)

5.4 What discussions have been initiated with these institutions regarding the changes?

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- ☒ No
☐ Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- ☒ No
☐ Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- ☒ No
☐ Yes (If yes, please explain)

7.0 General College Requirements

7.1 Are changes consistent with Colleges policies/practices?

- ☒ Yes
☐ No (If no, please explain)

7.2 Total Program Hours after degree audit change: 1335

7.2.1 Are these hours consistent with the requirements as listed below?

- ☒ Yes
☐ No (If no, please explain)

Local Certificate - 300 hours	Ontario College Certificate - 600 hours
Diploma - 1200 to 1400 hours	Advanced Diploma - 1800 to 2000 hours
Graduate Certificate - 600 hours	

7.3 Will the program meet the General Education requirements (Policy 2-B-02) as listed below?

- ☐ No
☒ Yes

Local Certificate, Ontario College Certificate and Graduate Certificate - none required)	Diploma - 3 required (minimum of 1 must be an elective)	Advanced Diploma - 4 required (minimum of 2 must be electives)
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7.4 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions.

- ☐ No
☒ Yes

Note: In accordance with POLICY NUMBER: 2-B-17 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

APPENDIX A: PROPOSED DEGREE AUDIT CHANGES (for CAE)

Course Code	Existing DA Courses	Total Hours	Total Credits	Describe proposed changes	Course Code	Proposed DA Courses	Total Hours	Total Credits
Level 1								
WRIT 1039	Reason & Writing 1-Technology	45	3		WRIT 1039	Reason & Writing 1-Technology	45	3
LAWS 1038	Law, Ethics & Occupational H&S	45	3		LAWS 1038	Law, Ethics & Occupational H&S	45	3
ENGR 1024	Engineering Graphics	75	3.5		ENGR 1024	Engineering Graphics	75	3.5
MATH 1185	Math 1	90	6		MATH 1185	Math 1	90	6
MACH 1154	Machining 1	45	2		MACH 1154	Machining 1	45	2
WELD 1054	Welding	45	2		WELD 1054	Welding	45	2
TOTAL		345	19.5	TOTAL			345	19.5
Level 2								
PSYC-1058	Human & Industrial Relations	54	4	18 week course replaced with 15 week course	PSYC 1027	Human Relations	45	3
MACH 3056	Machining 2/Intro to CNC Processes	75	3.5		MACH 3056	Machining 2/Intro to CNC Processes	75	3.5
MATH 1186	Engineering Fundamentals	60	4		MATH 1186	Engineering Fundamentals	60	4
MATS 1026	Materials Engineering	45	2.5		MATS 1026	Materials Engineering	45	2.5
ENGR 1025	Engineering Design 1	45	2.5		ENGR 1025	Engineering Design 1	45	2.5
METH 1044	Quality Assurance 1	75	4		METH 1044	Quality Assurance 1	75	4
TOTAL		354	20.5	TOTAL			345	19.5

Course Code	Existing DA Courses	Total Hours	Total Credits	Describe proposed changes	Course Code	Proposed DA Courses	Total Hours	Total Credits
Level 3								
MGMT 1007	Project Management	45	3		MGMT 1007	Project Management	45	3
MECH 1104	Robotics & Automation Fundamentals	45	2.5		MECH 1104	Robotics & Automation Fundamentals	45	2.5
ENGR 3015	Engineering Design 2	60	3.5		ENGR 3015	Engineering Design 2	60	3.5
METH 3023	Quality Assurance 2	60	3		METH 3023	Quality Assurance 2	60	3
ELEC 1127	Electrical Devices & Instrumentation	60	3		ELEC 1127	Electrical Devices & Instrumentation	60	3
MACH 3057	CNC Applications & Intro to CAD/CAM	75	3.5		MACH 3057	CNC Applications & Intro to CAD/CAM	75	3.5
TOTAL		345	18.5	TOTAL			345	18.5
Level 4								
CADD 3032	CAD/CAM Apps & Automated Processes	75	3.5		CADD 3032	CAD/CAM Apps & Automated Processes	75	3.5
ENGR 5012	Engineering Design 3	45	2.5		ENGR 5012	Engineering Design 3	45	2.5
MECH 3038	Fluid Power Machine Control	60	3		MECH 3038	Fluid Power Machine Control	60	3
MGMT 3074	Capstone Project Technician	30	2		MGMT 3074	Capstone Project Technician	30	2
COMM 3069	Technical Communication for Technicians	45	3		COMM 3069	Technical Communication for Technicians	45	3
WELD 5007	Manufacturing Processes & Welding-Adv	75	4	- 30 hrs	WELD 5007	Manufacturing Processes & Welding-Adv	45	4
TOTAL		330	18	TOTAL			300	18
		1374	76.5				1335	75.5

PROGRAM MAPPING: MEN1/4 Manufacturing Engineering Technician

PROGRAM ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES										LEVEL THREE								LEVEL FOUR								# OF COURSES SUPPORTING THE OUTCOME		
4 = R		5 = RE		6 = TE		7 = TRE																						
T = Taught		R = Reinforced		E = Evaluated																								
The graduate has reliably demonstrated the ability to: (Source: MTCU Code : 67000)																												
1. communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.																												

PROGRAM COORDINATOR: Ian Neves

ACADEMIC CHAIR: Fred Varkaris

Date Completed: Nov. 21, 2013 FINAL

Degree Audit Report

Catalog: 2014/2015

Program: MEN4

Name: Manufacturing Engineering Technician

Department: MAN - Applied Science and Technology

Academic Level: PS

CCD: 8 - 4AcadSem/1200-1400hrs

Grade Scheme: LG2

Major: MEN4 - Manufacturing Eng Technician

Div: MAN - Manufacturing Sciences Division

Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 77.50

Residency Reqmt: 20.00

GPA Requirement: 2.000

Residency Reqmt GPA: 2.000

Minimum Grade: D

Academic Requirement: MEN4.14 Manufacturing Engineering Technician

Major: MEN4

Grade Scheme: LG2

Minimum GPA: 2.00000

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
WRIT-1039	Reason & Writing 1-Technology	45.00	3.00	
LAWS-1038	Law, Ethics & Occupational H&S	45.00	3.00	**
ENGR-1024	Engineering Graphics	75.00	3.50	
MATH-1185	Math 1	90.00	6.00	
MACH-1154	Machining 1	45.00	2.00	
WELD-1054	Welding	45.00	2.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
<i>PSYC-1027</i>	<i>PSYC-1058</i>	<i>45</i>	<i>54.00</i>	<i>4.00</i>
	<i>Human Relations</i>			<i>3</i>
	Human & Industrial Relations			
	MACH-3056	75.00	3.50	
	MATH-1186	60.00	4.00	
	MATS-1026	45.00	2.50	
	ENGR-1025	45.00	2.50	
	METH-1044	75.00	4.00	

Subrequirement: Level 3

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-1007	Project Management	45.00	3.00	**
MECH-1104	Robotics & Automation Fundamentals	45.00	2.50	
ENGR-3015	Engineering Design 2	60.00	3.50	
METH-3023	Quality Assurance 2	60.00	3.00	
ELEC-1127	Electrical Devices & Instrumentation	60.00	3.00	
MACH-3057	CNC Applications & Intro to CAD/CAM	75.00	3.50	

Subrequirement: Level 4

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

Total Hours	Total Credits	GE
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Degree Audit Report

CADD-3032	CAD/CAM Apps & Automated Processes	75.00	3.50
ENGR-5012	Engineering Design 3	45.00	2.50
MECH-3038	Fluid Power Machine Control	60.00	3.00
MGMT-3074	Capstone Project Technician	30.00	2.00
COMM-3069	Technical Communication for Technicians	45.00	3.00
WELD-5007	Manufacturing Processes & Welding-Adv	45.00	2.00

Subrequirement: Gen Ed - Electives

Take 3 General Education Credits - Normally taken in Level 4

Subrequirement: Program Residency

Students must complete a minimum of 20 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

Approved By Chair/Manager:

Approved by Dean:

Department and Date:

Date:

General Education Approved By(as appropriate):

Date:

[Signature]
01/07/14

Proposed DA Changes – Diploma Assessment

Program Name: Manufacturing Engineering Technician - Non Co-Op

Previous Program Code (if applicable):

New program Code: MEN4

Criteria	Requirement	Assessment	Requirement Met Yes / No
Total Program Hours	1200-1400	1380	yes
Number General Education Courses Required	3	3	yes
General Education Mandatory Courses (max)	2	2	yes
General Education Elective Courses (min)	1	1	yes
WRIT	WRIT 1	WRIT 1039	yes
Advanced COMM course	recommended	COMM 3069	yes

Date Completed: June 24/2013

Completed By: [Signature]

Request for Late Change to Degree Audit Form

To the Division --

1. A copy of the Degree Audit Report (SDAR) with changes marked must accompany this request.
2. Please keep Yellow Copy of the Form and photocopy of SDAR Report with marked changes for your records
3. Allow 5 business days after receipt in the Office of the Registrar for the completion of this request.

To be completed by Division (please print)

Program # MEN4 Program Name Manufacturing Engineering Technician Date of Request (dd/mm/yyyy) June 12/13
 Division MAN Program Co-ordinator Jan Reeves Catalogs (To be updated - attach all copies) 2014/15 & on

Reason for late change:

In order to successfully transition this program to 15 week semesters, we needed input from, and to consult with, several key partners including PCAT & AODA. As the PCAT didn't form until mid fall of 2012, & they provided critical input, it was necessary to hold off submitting these changes until now.

The Alt. Semester Model SEM team was also consulted during this process. There was no feedback provided by this team so the Manufacturing faculty team decided to go with the most common semester model (15 wks).
 If the change is a correction to the Degree Audit, identify the impact on current students (please review and submit student EVALS with submission to determine possible impact)

N/A

(attach sample EVALS)

Academic Manager Signature Greg Hessie for Fred Vorkar's Date (dd/mm/yyyy) June 19, 2013

I have read the reasons for the change and any possible impact. Permission is granted: ☒ Yes ☐ No

Vice-President Academic Signature [Signature] Date (dd/mm/yyyy) 07/01/14

Comments _____

Registrar Office Use Only

APRS Updated: ☐ Initials: _____

Catalog(s) Updated: _____

EVAL printed: ☐ Initials: _____

Division Notified: ☐ Date: _____

Signed Copy Returned: ☐ Date: _____

PROGRAM LEVEL	SEMES-TER	COURSE NUMBER	COURSE TITLE	THEORY HOURS PER WEEK	LAB HRS PER WEEK
MEN41	Fall	WRIT-1039	REASON & WRITING 1-TECHNOLOGY	3	
		LAWS-1038	LAW, ETHICS & OH&S	3	
		ENGR-1024	Engineering Graphics	2	3
		MATH-1185	Math 1	6	
		MACH-1154	Machining 1	1	2
		WELD-1054	Welding	1	2
				16	7
MEN42	Winter	PSYC-1058	HUMAN & IND. RELATIONS	3	
		MACH-3056	Machining 2 / Intro to CNC Processes	2	3
		MATH-1186	Engineering Fundamentals	4	
		MATS-1026	Materials Engineering	2	1
		ENGR-1025	Engineering Design 1	2	1
		METH-1044	Quality Assurance 1	3	2
				16	7
MEN43	Summer	MGMT-1007	PROJECT MANAGEMENT	3	
		MECH-1104	Robotics & Automation Fundamentals	2	1
		ENGR-3015	Engineering Design 2	3	1
		METH-3023	Quality Assurance 2	2	2
		ELEC-1127	Electrical Devices & Instrumentation	2	2
		MACH-3057	CNC Applications & Intro to CAD/CAM	2	3
				14	9
	Fall		NO CLASSES		
MEN44	Winter	GEAA-XXX	GEN ED	3	
		CADD-3032	CAD / CAM Apps for CNC & Automated Processes	2	3
		ENGR-5012	Engineering Design 3	2	1
		MECH-3038	Fluid Power Machine Control	2	2
		MGMT-3074	Capstone Project Technician	2	0
		COMM-3069	Communications for Technicians	3	0
		WELD-5007	ADV Manufacturing Processes & Welding	1	2
				15	8
MANUFACTURING ENGINEERING TECHNICIAN DIPLOMA ISSUED					

Greg Hess:-
for Fred Vorkun's
June 18, 2013

W. Caligan

TJ
June 25/13

De Groot, Elizabeth

From: Lima, Gary
Sent: Monday, January 06, 2014 11:00 AM
To: De Groot, Elizabeth
Cc: Gedies, Tracy
Subject: RE: DA changes impacting GenEd course

Hi Elizabeth – yes, I discussed with Mike and Steve from LLS and we approve this change.

Cheers, Gary

Gary Lima
Dean, Faculty of Arts, Media and Design
Fanshawe College
1001 Fanshawe College Boulevard
P.O. Box 7005
London, Ontario
N5Y 5R6
Tel: 519 452-4430 ext. 4583
glima@fanshawec.ca

From: De Groot, Elizabeth
Sent: Friday, January 03, 2014 3:51 PM
To: Lima, Gary
Cc: Gedies, Tracy
Subject: DA changes impacting GenEd course

Hello Gary,

Tracy is currently reviewing some Degree Audit changes for the Manufacturing Engineering Technician/Technology programs (MEN1, MEN4, MEY1, MEY4). These programs are moving from an 18 week semester to a 15 week semester and this will impact a GenEd course offered in this program. They are proposing to change from offering PSYC-1058 (54 hour, 4 credit) to PSYC-1027 (45 hours, 3 credits) to help align with the 15 week semester. Tracy would like your approval of this change before going forward with this DA Change.

Thank you,

Elizabeth de Groot

Assistant to the Director
Centre for Academic Excellence; K1024
Fanshawe College
519-452-4430 ext. 4407
Quality through Collaboration

PROGRAM/CURRICULUM "RATIONALE FOR CHANGES"

All requests for changes to programs of instruction must be submitted to the Registrar's Office by December 1st each year for changes to be implemented for the following September intake. All changes require the approval of the Dean and possibly the VPA's Office, if significant.

REMINDER: We need to ensure that changes are made properly and in a timely manner to: maximize student success; optimize employment preparation; meet all quality and integrity responsibilities to MTCU, PQAPA and our Board of Governors; and meet community expectations.

- ➔ The **Program/Curriculum "Rationale for Changes"** should be completed using this template and all areas must be completed. An electronic copy of this document should be submitted to the Registrar's Office.
- ➔ The Dean/Chair responsible for the program should consult with other affected schools and obtain the appropriate sign-offs on a paper copy of this document. Once all consultations and sign-offs have occurred, the paper copy should be submitted to the RO
- ➔ Course Request Forms must also be submitted electronically to Strategy and Planning for all new courses. These will be forwarded to Scheduling following approval of the changes by the Dean and possibly the VPA's Office.

1.0 Program Requiring Changes

Program Title:	Manufacturing Engineering Technician	
Program Alpha & Number:	MEN4	
Effective Catalog Year:	2013/14	2014/15 TG

Please answer each of the questions below, if applicable. Missing or incomplete information may delay approval and/or implementation of the proposed changes.

2.0 Rationale for Changes

2.01 Provide a brief description of the reasons for the proposed changes.

The transition to a 15 week semester (from an 18 week semester) is being made to once again align our semester model with the college semester model. This will improve student retention by reducing weekly contact hours, and allowing more time for studying, projects, etc.

2.02 Students

- Are changes a response to student feedback? Or our Programs Data Report - Weak Factors? (summarize how changes address this issue)
These changes are in response to student feedback. Students have asked for less contact hours per week.
- How will changes affect student learning and success? (describe evidence to support this)
Less student contact hours per week will allow for more study time and more time to work on projects, assignments, etc. It will also allow for more job opportunities as the diploma will

now be accepted in the US for work permits, and will be more widely recognized by employers.

- How will changes affect cost of the program for students? (e.g., materials fees; equipment fees - laptop program; OSAP implications)

The total cost is the same, however the per-semester cost is lower.

- How will changes affect the flow of the program?

We are aligning the semesters to the college model, which means we will be in line with services offered in the college. In addition, the issue of the shortened Christmas break will be resolved. This will be especially important to international students who will now be able to travel of the Christmas holidays.

2.03 Relationship of Program to Industry

- How do changes reflect trends in the field or in industry? (Provide data regarding industry and/or professional trends.)

1. Realignment of semesters allows the opportunity to address concerns raised during a recent program review

2. PCAT has been consulted regarding these changes

3. Ongoing changes can be made after subsequent PCAT reviews

4. There will be official recognition of the credentials by certifying bodies and key employers

5. Credentials will now be accepted by the US for work permit purposes

6. The length of coop work terms will better align with industry needs

2.04 Program Learning Outcomes

- How do the changes align with Ministry outcomes? (Provide a copy of the completed program map indicating gaps/overlaps that are being corrected)

In Fall 2013, in consultation with the CAE, program mapping will be completed (vacation schedules are making it next to impossible to meet prior to then as we need everyone's input). We will ensure changes align with Ministry outcomes.

2.05 Relationships with Other Fanshawe College Programs

- Is this course in a ladder program or part of any other Fanshawe College program?

Laddering can occur from MEN to MEY.

2.06 Relations with Other Post-Secondary Programs

- How will the changes affect transfer agreements with other post-secondary institutions?

Not applicable

- What discussions have been initiated with these institutions regarding the changes?

2.07 Changes on Fit of Program with general College Requirements for Programs

- How do changes affect the fit of the program with the College's strategic plan, program mix, general education requirements, marketing?

It is a better fit as it aligns with the college's student centered approach.

- Are changes consistent with Colleges policies/practices? (Identify specific areas where policies/practices need to be altered if program changes approved.)

Yes, the changes are consistent with college policies and practices.

3.0 Consultation Regarding Proposed Changes

3.01 Consultation With Program Advisory Committee

- Indicate feedback from the program advisory committee regarding the changes.

The PAC recommended the following skills:

- Mastercam

- AutoCAD

- Communication & computer skills

- Problem-solving skills

- Turnkey automation systems (robotics, machining, mechanical design)

- Design experience
- Staggered four month coop terms
- Accounting knowledge

3.02 Consultation With Other Programs/Schools/Services

- What programs/schools/services have been consulted?
SLLS, CAE, Coop and other programs within AST have been consulted.
- What feedback and suggestions have been offered through consultation?
All feedback and suggestions have been given due consideration.

4.0 Resource Implications of Proposed Changes

4.01 Staffing

- Outline all staffing consequences, both for the program and related areas.
There are no staffing consequences.

4.02 Services

- Outline all consequences on other areas.
There are no consequences for other areas.

4.03 Space or Technology Requirements

- Outline how changes affect space and/or technology requirements.
Space and/or technology requirements are not affected by the proposed changes.

4.04 Budgetary Implications

- Outline budgetary implications (include consequences on other schools such as increase/decrease in teaching hours required)
There are no budgetary implications.
- Outline changes to materials fees.
There are no changes to materials fees.

Approvals: Chair of School and Dean of Faculty; possibly VPA's Office, if significant

☒ Approved

☐ Not Approved / Requires Changes

✓ *Guylis - Dr. Fred Varkaris* *June 19, 2013*
Chair of School/Campus (signature) Date

[Signature] *June 19/13*
Dean of Faculty (signature) Date

Chair of Servicing School, if required (signature)

Date

Vice-President, Academic, if required (signature)

Date